

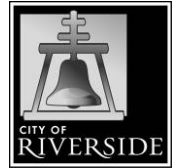


City of Riverside

Building & Safety Division

Phone: (951) 826-5697

www.riversideca.gov



Plans Required for Plan Check

Please:

- **Assemble plans into sets as indicated below**
- **Include Assessor Parcel Number and a description of work on plans**
- **Deliver all sets to the Building & Safety Division, 3rd floor of City Hall**
- **Note that a "Full Set" of plans includes a Site Plan**
- **See reverse side of this handout for additional information concerning the content of a complete plan check submittal**

Type of Project	Tenant Improvement	Single Family and Duplex	Multi-Family (3 or more units)	Residential Subdivision	Office/ Commercial/ Industrial
Sets of Plans Required	7 Full Sets	4 Full Sets 5 Site Plans 1 Floor Plan	6 Full Sets 5 Site Plans 1 Floor Plan	4 Full Sets 5 Site Plans 1 Floor Plan	8 Full Sets 3 Site Plans

We send your plans to the following departments:

		Tenant Improvement	Single Family and Duplex	Multi-Family (3 or more units)	Residential Subdivision	Office/ Commercial/ Industrial
1	Building & Safety Division	Full Set	Full Set	Full Set	Full Set	Full Set
2	Planning Division	Full Set	Full Set	Full Set	Full Set	Full Set
3	Water Division	Full Set	Site Plan	Full Set	Site Plan	Full Set
4	Electric Division	Full Set	Site Plan	Site Plan	Site Plan	Full Set
5	Fire Department	Full Set	Full Set	Full Set	Full Set	Full Set
6	Public Works - Land Development	None	Site & Floor Plans	Site & Floor Plans	Site & Floor Plans	Full Set
7	Public Works - Industrial Waste	Full Set	None	Full Set	None	Full Set
8	Public Works - Solid Waste	None	None	Site Plan	None	Site Plan
9	Public Works - Street Trees	None	Site Plan	Site Plan	Site Plan	Site Plan
10	Park & Recreation	None	Site Plan	Site Plan	Site Plan	Site Plan
11	County Assessor	Full Set	Full Set	Full Set	Full Set	Full Set